

TOWN CLERK/FRONT OFFICE REPORT FOR DECEMBER 2017



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Meetings:

Ms. McAuley attended weekly management team meetings chaired by the Town Administrator.

Ms. McAuley attended a meeting with Bostwick grant partners (Aman Trust members and University of Maryland Preservation Program Director) to share updates including 1) permit approval progress with Maryland Historical Trust and Prince George's County Historic Preservation Commission, 2) funding matches/budget, and 3) other matters pertaining to the upcoming buttress and porch restoration projects.

Events:

The Front Office staff, and Ms. Dureke, Marketing Director, coordinated the buffet barbeque dinner, table decorations, tree decorations, and the DJ/Karaoke entertainment for the Annual Yule Log celebration. The Public Works Department was in charge of the outdoor decorations and bonfire, complemented by the arrival of Santa in a police car. This event never fails to bring the spirit of the holiday to the seniors, children and those ages "in between" in our community.

The Front Office staff organized the Employees' Annual Holiday Luncheon. This was a time for camaraderie for all employees and a respite from our busy workdays.

Mrs. Horn assisted Officer Brown in collecting names of families to receive holiday baskets.

At the Mayor's request, Mrs. Horn prepared letters of appreciation thanking those who gave support to the Thanksgiving Dinner at Mango Café.

Community Development Block Grants

Status of CDBG grants still open/pending:

PY 42: Street Improvements on 53rd Place between Tilden Road and Shepherd Street: Work is complete. We are awaiting final the Davis Bacon Wage Report from the contractor to proceed with our reimbursement request to Prince George's County Department of Housing and Community Development. This is the agency that is a conduit for these Federal funds.

PY 43: Sidewalk Improvements on Tilden Road (\$100,000): Award was approved; environmental review was completed. We will be proceeding with bid process during winter-2018 for construction during Spring-2018.

PY 44: Application for Street Improvements on Spring Road was submitted during Fall-2017 (\$135,000). We are awaiting approval for all or part of the grant request.

Bostwick

The Bostwick Grant Team worked on clarifying and providing information for conditions set forth by the Maryland Historical Trust as part of its approval for the south buttress reconstruction project and restoration of the front porch.

The Prince George's County Historic Preservation Commission approved the work permit applications for the buttress and the porch.

These projects are funded through the Prince George's Preservation Commission and Maryland Heritage Areas Authority through their grant programs, and matched by other entities with cash and in-kind services.

Funding for these projects includes \$87,500 from Maryland Heritage Areas Authority and \$47,106 from Prince George's Historic Preservation Commission.

The shoring and bracing, the most critical component of Phase I of the Buttress reconstruction Project, has been designed by the Structural Engineer, Peter Neubauer.

The purpose of the shoring and bracing is to maintain the integrity of the portion of the buttress that will be saved, to support the portion of wall of the house to the right of the buttress, and ensure the safety of those persons working on the Phase I of the Buttress Reconstruction Project.

A copy of the shoring and bracing plan is attached to this report.

Town of Bladensburg Code Revision

In anticipation of a contract proposal from General Code Publishers, Ms. McAuley forwarded ordinances that have been adopted since the last revision by the firm. She conferred with Chief Stone and Mr. Rinehart to ensure that we were providing Mr. Michael Peter, the project manager, with all ordinance documents available through Town records. Note: Budget Amendment Ordinances were not included as they are not incorporated into the Code.

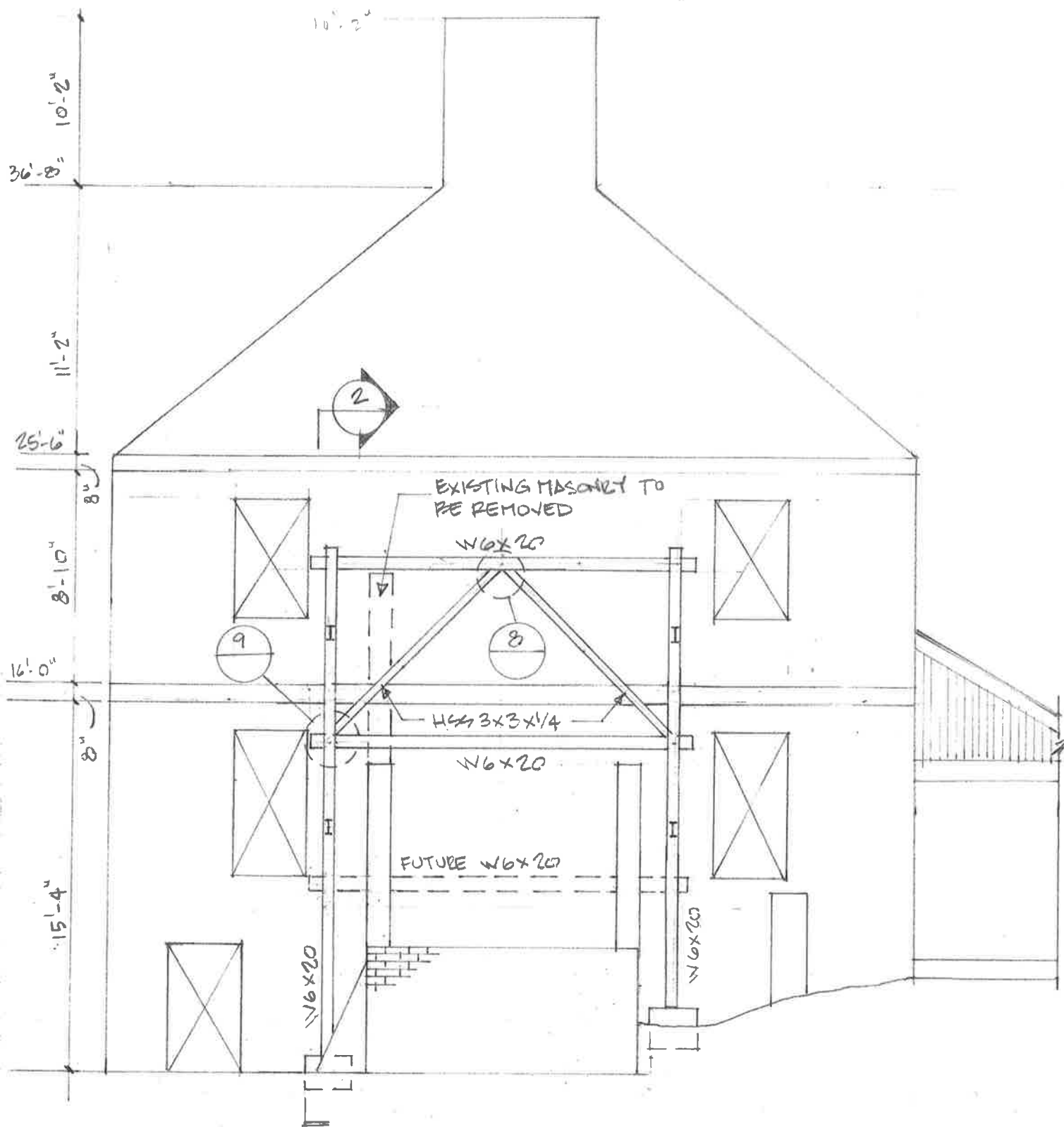
List of Community Resources

Mrs. Horn continued to compile a list of resources for those in the community who may be in need of assistance, especially in the winter months when there seems to be a more need for shelter, food, and utility funds.

Certification for State Retirement Coordinator

As required by State Law, every entity within the Maryland State Retirement System must have a Certified Retirement Coordinator (Ms. McAuley is the Town's Coordinator). This person attends training throughout the year and is responsible for enrolling employees into the system and assisting the members with retirement issues such as application for retirement, disability retirement, changes of beneficiaries and much more.

All coordinators must pass an initial test in their first year in the position to be certified and then must pass a recertification test every five years. In December, Ms. McAuley completed and passed the recertification test. This was the third test she has taken since 2007.

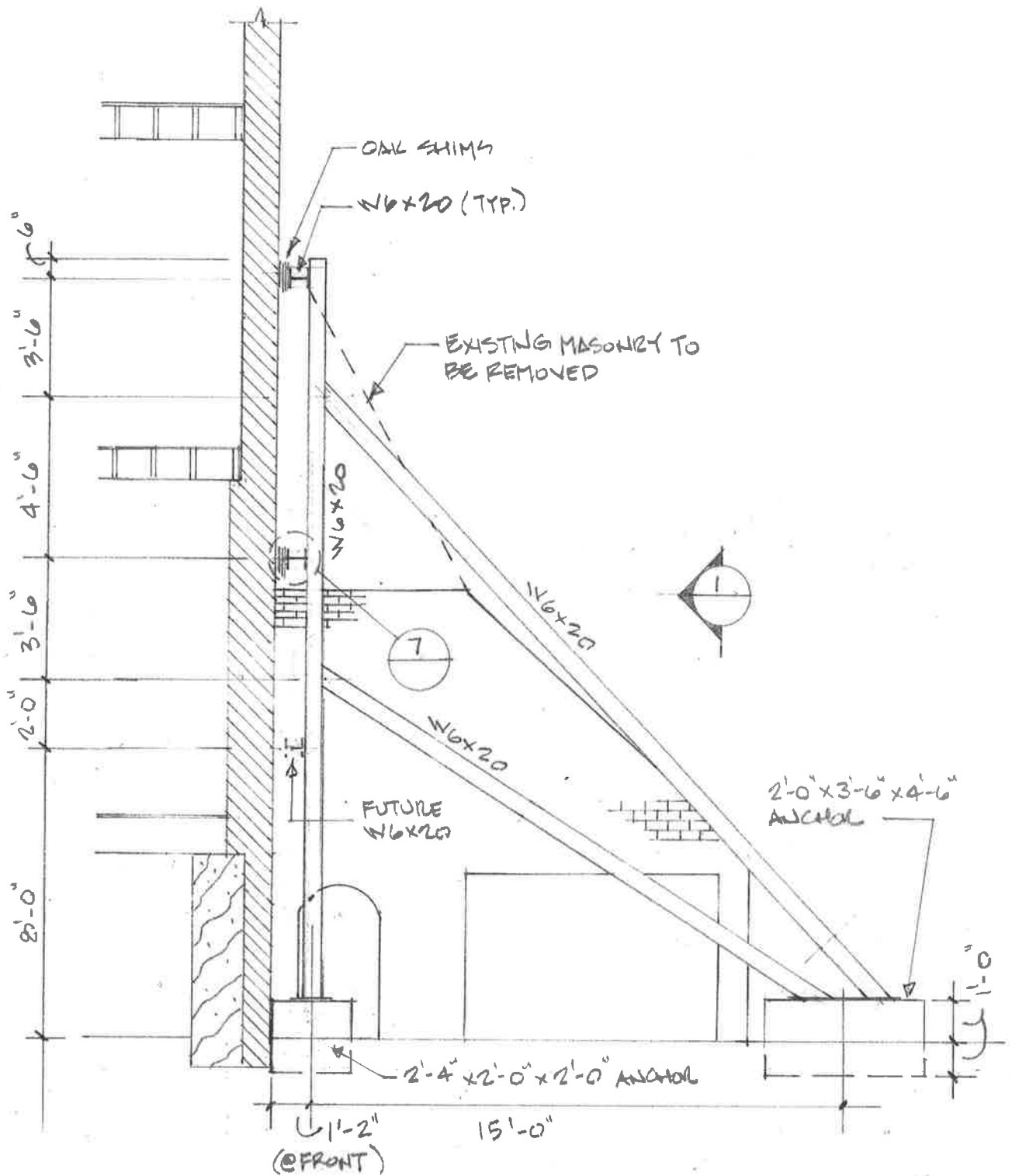


BUTTRESS ELEVATION

3/16" = 1'-0"

25 SEP 17

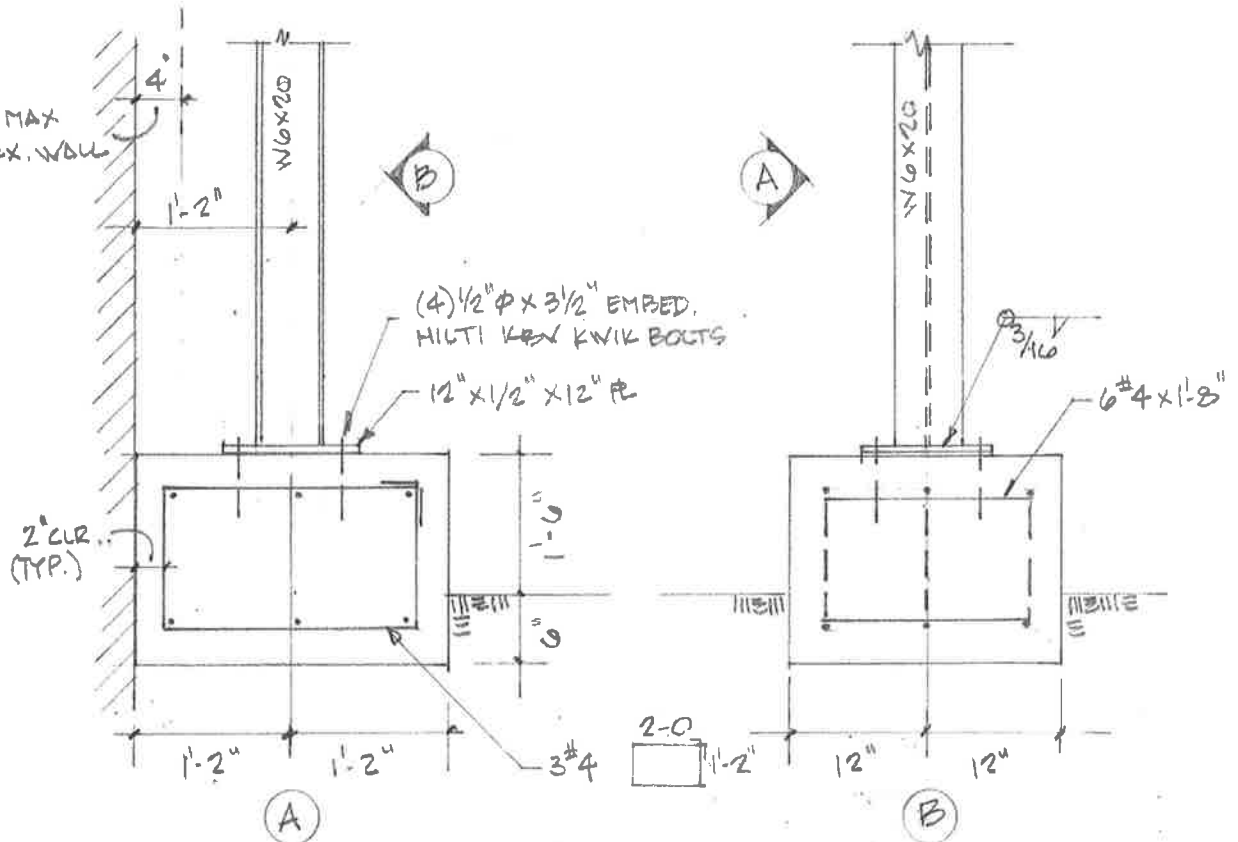
BOSTWICK SHORING



25 SEP 17

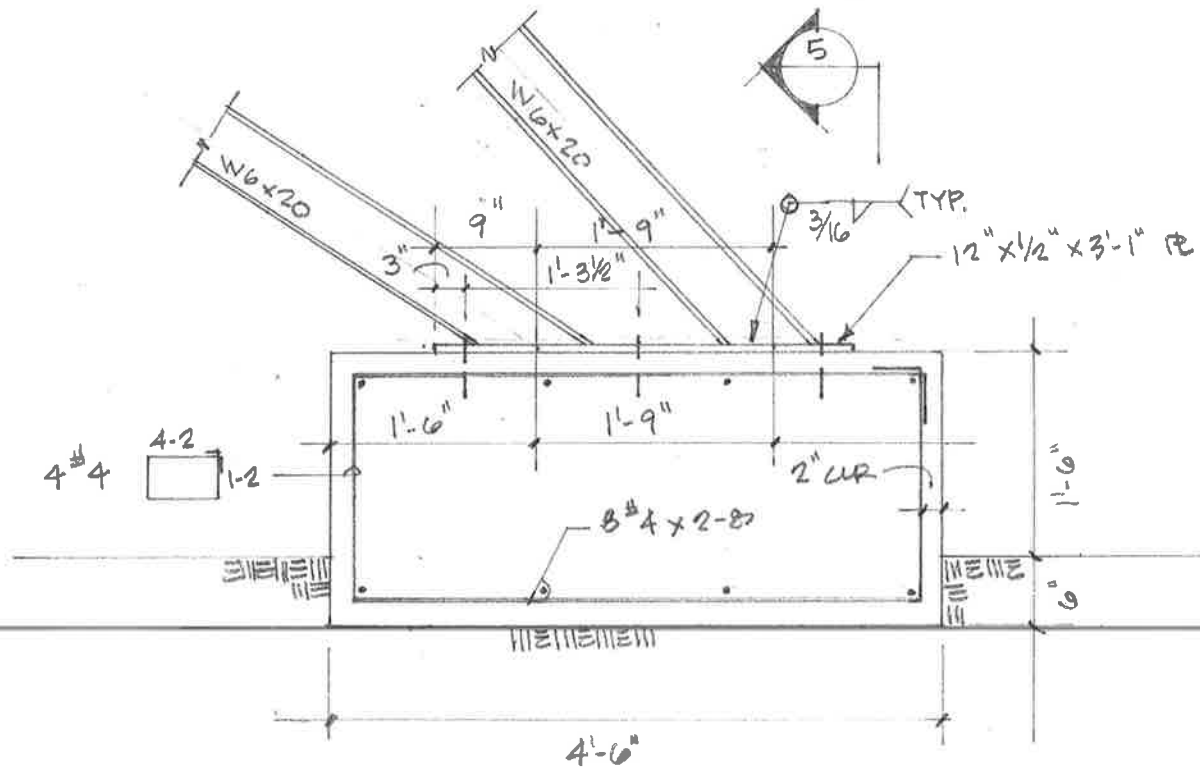
BOSTON SHORING

APPROX. MAX
BOLW IN EX. WALL



ANCHOR BLOCK DETAIL 3

3/4" = 1'-0"

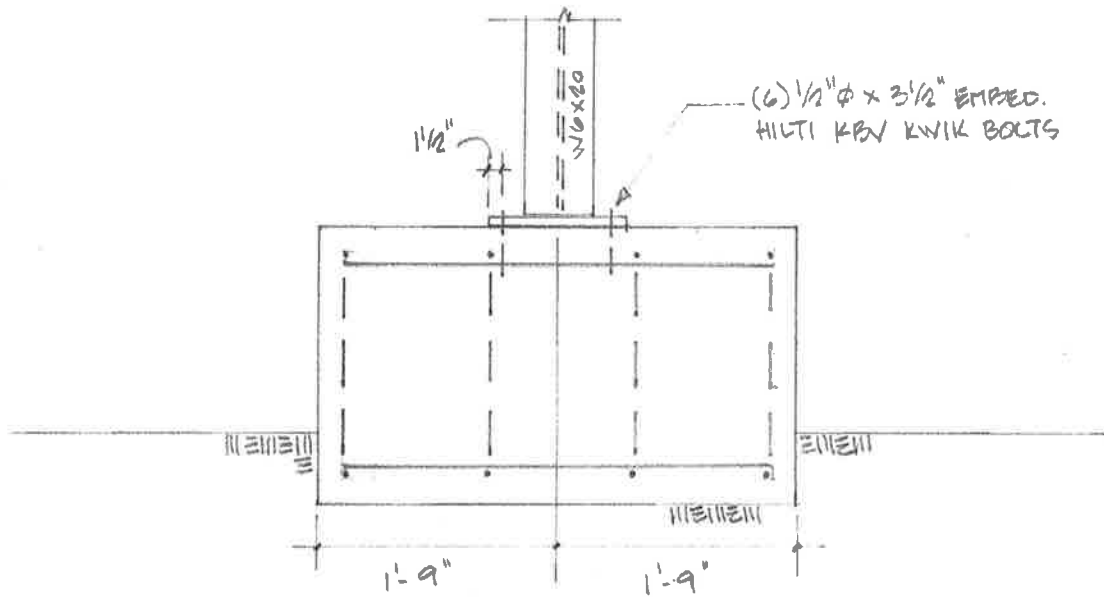


ANCHOR BLOCK DETAIL 4

3/4" = 1'-0"

28 SEP 17

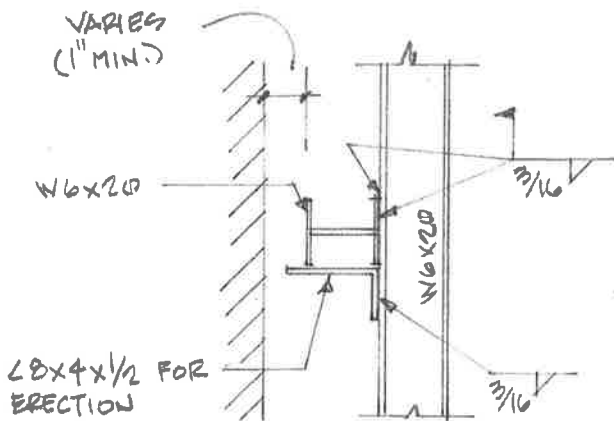
BOSTWICK



ANCHOR BLOCK DETAIL

3/4" = 1'-0"

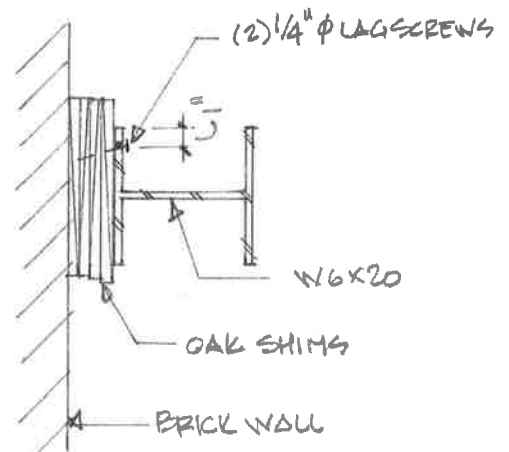
5



HORIZ/COL CONNECTION

3/4" = 1'-0"

6

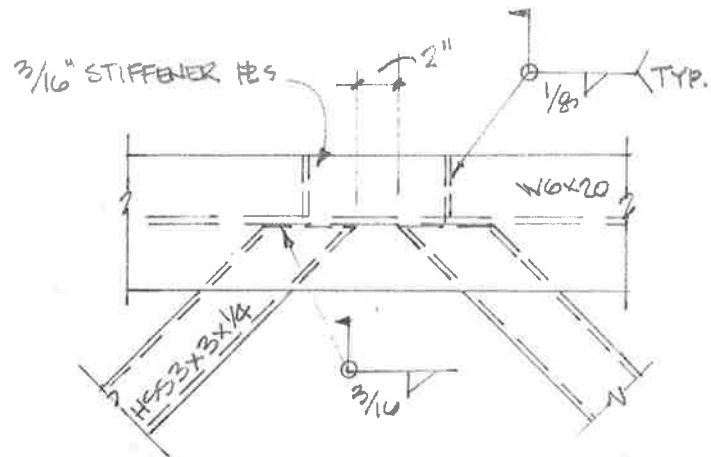


NOTE: DRILL/PUNCH 5/16" ϕ HOLES @ 12" O.C. INTO FLANGE FOR LAG SCREWS

HORIZ/WALL DETAIL

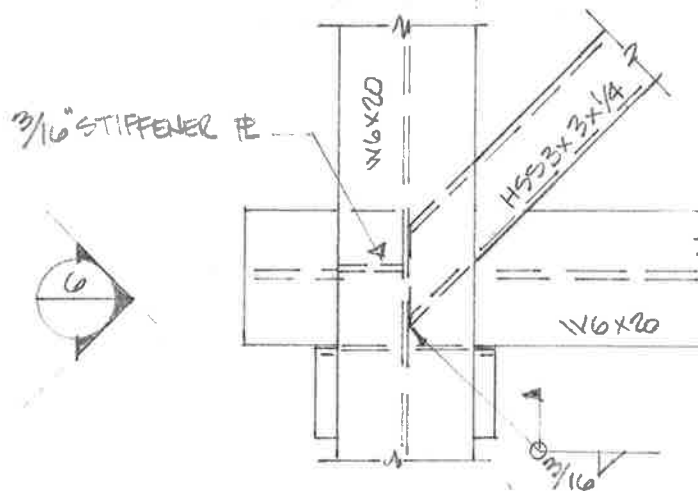
1 1/2" = 1'-0"

7



BRACE/BEAM CONNECTION

8



BRACE/COLUMN CONNECTION

9